



State of New Jersey

RONALD DEFILIPPIS
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ELECTION LAW ENFORCEMENT COMMISSION

Respond to:
P.O. Box 185
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE
Executive Director

JOSEPH W. DONOHUE
Deputy Director

DEMERY J. ROBERTS
Legal Director

AMY F. DAVIS
Compliance Director

EDWIN R. MATTHEWS
Legal Counsel

May 7, 2015
NOTICE OF JOB VACANCY
#15-73

An opportunity currently exists in the unclassified service within the New Jersey Election Law Enforcement Commission, for applicants who meet the requirements below:

TITLE: Confidential Assistant
Functional Title: Director of Compliance

SALARY: Salary commensurate with experience

LOCATION: NJ Election Law Enforcement Commission
28 West State Street
P.O. Box 185
Trenton, NJ 08625

NUMBER OF AVAILABLE POSITIONS: One (1)

DUTIES: Under the direction of the Executive Director, manages the Commission's Compliance division in gubernatorial public financing, lobbying, pay-to-play laws and personal financial reporting; formulates policies related to new and existing legislation, regulations and other governmental procedures; provides advice on matters arising under the Campaign Contributions and Expenditures Reporting Act, the Legislative and Governmental Process Activities Disclosure Act, the Uniform Recall Election Law and the Gubernatorial Legislative Disclosure Act; provides legal advice to the Commission on matters concerning public business; does related work.

REQUIREMENTS:

EDUCATION:
Graduation from an accredited law school with a Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree

EXPERIENCE:
Five (5) years of experience involving the review, analysis, evaluation and interpretation of compliance with statutory requirements in a business or government organization, including the audit and examination of financial records, one (1) year which shall have been in a supervisory capacity.

LICENSE:
Appointee must be licensed to practice as an Attorney at Law in the State of New Jersey.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee, is necessary to perform the essential duties of the position.

NOTE: PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED

RESIDENCY LAW: Pursuant to N.J.S.A. 52-14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011, who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

If you possess the required experience and education and are interested in the above position, please send a cover letter, resume, writing sample, copy of your transcript and/or proof of admission to practice as an Attorney at Law in the State of New Jersey via email only before the closing date of May 27, 2015 to:

Judy Sheridan, Personnel Officer
NJ Election Law Enforcement Commission
Email: Judy.Sheridan@elec.state.nj.us

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.